

Kindersley Transport Ltd, a member of Siemens Transportation Group Inc., has an immediate opening for a Customer Service Administrator at their Winnipeg branch.

**Responsibilities**

- Provide customer service to internal and external customers
- Trace shipments and process order entry
- Provide POD's and BOL's for customers
- Create delivery manifests
- Process POD's
- Collect and file DVIR sheets and DVIR books
- Perform other related duties as requested

**Qualifications**

- General knowledge of the claims process is an asset
- Knowledge of highway routes
- Great communication skills
- Ability to prioritize tasks and allot time effectively
- Excellent computer skills

**To apply for this position:**

**Mail: Corporate Head Office  
Kindersley Transport Ltd.  
P.O. BOX 7290  
Saskatoon, SK S7K 4J2**

**Fax: (306) 668-5849**

**Email: [resumes@kindersleytransport.com](mailto:resumes@kindersleytransport.com)**

**We thank you for your interest.  
Only those individuals selected for an interview will be contacted.  
“An Equal Opportunity Employer”**